

Springbrook Glen Homeowners Association
Application for Architectural Committee Approval

Please review the Springbrook Glen Homeowners Association (HOA) Covenants, Conditions and Restrictions (CCRs) and Architectural Committee (AC) Rules, and local building codes before submitting this form and your plans, as no Improvement or variance may annul the CCRs or local building codes. Improvements shall not commence without prior written approval of the AC.

Owner Name(s): _____

Property Address: _____

Email Address: _____

Telephone Number : _____

1. Is this an existing improvement?

Yes _____ No _____
(If yes please attach a photo)

2. Are you current with all your association assessments?

Yes _____ No _____

3. I request permission from the AC to make the following Improvement to my property:
(Note: one major improvement per request form.)

4. List the type of materials for construction, and attach color photos (include information on all parts of Improvements such as roof, sidewalls, etc.). Attach a color copy of manufacturers' cut sheets and paint swatches. Please refer to Section 1.19, Plans and Specifications, of the CCRs for information that is required to process your application.

5. Attach a color copy of a dimensioned picture, drawing, or plan of your proposed improvement. Also include a copy of your site plan or lot survey with the location of existing and proposed Improvements.

Email application and all required items to admin@camanagers.com.

Owner Signature: _____ Date: _____

Note: Request of additional information either not provided or deemed necessary by the AC will cause a delay in the process, thus extending the review period appropriately. The AC will make every effort to review your application in a timely fashion and issue its decision in writing. At no time will a verbal approval be issued. No AC member, HOA Board Member, HOA Staff Member, or other HOA representative is empowered to give verbal approval to any Improvement. The only valid approval of an Improvement is in writing and issued by the AC.